4610SW SIP IP Telephone Quick Reference

When lit you have a **Voice Mail** message waiting. Follow your standard voice mail retrieval procedures, as provided by your System Administrator.

Line/Feature buttons provide lines for calls and application-specific (**Speed Dial**, **Call Log**, and **Web**) sessions.

The **Phone/Exit** button displays the **Phone** screen from any other application screen and normalizes the display.

Application Softkeys navigate to application screens or initiate actions like **Call** a number/URI, **Save** data or **Cancel** the current activity.

Use the **Page Right** & **Page Left** buttons to move from one screen to another when the "paging indicator" displays on the line above the softkey labels.

Use the **Options** button to set up & update phone appearance & screen functions like:

- creating new or relabeling existing Feature buttons
- backing up/restoring user data
- changing the screen contrast, call timer display, etc.
- Setting up attended or unattended transfers

(See the *User's Guide's Chapter 6* for details.)

Dedicated Feature buttons (**Redial**, **Speaker**, **Mute**, **Headset**, **Hold**, **Transfer**, **Conference**, **Drop**, and **Volume Up and Down**) control call activity.

Adding a Speed Dial Button:

1. Press the **SpDial softkey**.
2. Press the **Add softkey**.
3. Enter the **Name** & press the **Done softkey**.
4. Press the **Line/Feature** button next to either the **Number** or **URI** field.
5. Enter the **Phone Number** or **URI** as applicable.
6. Press the **Done softkey** and then press the **Save softkey**.

Updating a Speed Dial Button:

1. Press the **SpDial softkey** and use the **Page Left** or **Page Right** buttons to locate the applicable **Speed Dial** button.
2. Press the **Edit softkey**, then press the **Line/Feature** button next to the button you want to update.
3. Press the **Line/Feature** button next to the field you want to update. Use the **Left** and/or **Right Arrow softkey** to move the cursor and the **Backspace Line/Feature** button to remove characters if applicable.
4. Press the **Done softkey**, then press the **Save softkey**.

Deleting a Speed Dial Button:

1. Press the **SpDial softkey** and use the **Page Left** or **Page Right** buttons to locate the applicable **Speed Dial** button.
2. Press the **Delete softkey**, then press the **Line/Feature** button next to the button you want to remove.
3. Press the **Delete softkey** again to confirm the deletion.

Web Controls:

Use these buttons to navigate web pages:

- **Line/Feature** button 5 - redisplays the **Home** page.
- **Line/Feature** button 6 - moves the page down 3 lines.
- **Line/Feature** button 4 - moves the page up 3 lines.

To use a link to switch pages, press the **Line/Feature** button to the left of the line with an underlined link.

Call Log Navigation:

1. Press the **Log softkey** to display the **Call Log** for missed (unanswered) calls.
2. Navigate to either the **Incoming Answered Call Log** or the **Outgoing Calls Log** by pressing the **InAns** or **Outgo softkey**, respectively.

*Note: (All logs have the same fields, characteristics and **softkeys**.)*

- *To review calls*, press the **Page Right** button (to review the next 3 calls) or **Page Left** button (to review the previous 3 calls).
- *To view call detail,* press the **Line/Feature** button next to the applicable call, then press the **Return softkey** to re-display the **Call Log** screen.

Adding a Call Log Entry or Web Phone Number to a Speed Dial Button:

1. From a **Call Log**, press the **Line/Feature** button to the left of the party you want to add. To add a Web phone number to a Speed Dial button, start at the next step.
2. Select the **AddtoSD softkey**; edit the name/number/URI by selecting the appropriate field and using the **Arrow softkeys** to move the cursor.
3. Press **Done softkey**, then press the **Save softkey**. Press **Phone/Exit** to return to the **Phone** screen, or select another application tab as desired.

Making Calls:

- With the phone on- or off-hook, simply press an available session (call) appearance, or pick up the handset, activate the **Speaker** or **Headset**. Dial a telephone number or press the **URI softkey** and enter a URI to call your party.To redial, press the phone's dedicated **Redial** button.
- To speed dial, press the **SpDial softkey**, press **Page Right** or **Page Left** (if needed) to locate the party you want to call, then press the **Line/Feature** button next to that entry.
- From the **Call Log**, press the **Log softkey**. Then select the appropriate **Log sofkey** (**Missed**, **InAns**, or **Outgo**, as applicable). Use the **Page Right** or **Page Left** button to locate the party to be called in any of the three logs **(Missed**, **Incoming Answered** or **Outgoing)**, press the **Line/Feature** button next to the desired entry, then press the **Call softkey**.
- From a **Web Page** phone link, simply select the link.

Receiving Calls: Pick up the handset, activate the headset or press the **Speaker** button and talk.

Logging Off the Phone:

1. Press the **Options** button.
2. Press the **Page Right** button and select the **Line/Feature** button next to the **Log Off** option.
3. To unregister the phone from the call server, which restores options settings to their default values and deletes your **Call Log** entries, select the **Line/Feature** button next to **Yes**.

To Log in:

1. Enter your extension & press #
2. Enter your password & press #

16-300473 Issue 1.0 August 2005